

ADMINISTRATIVE-INTERNAL USE ONLY

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Avon Harding  
 Director of Equal Employment  
 Opportunity  
 626 Chamber of Commerce

EXTENSION

NO.

DATE

14 May 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel

MAY 16 1985

RWM

2.

3. Deputy Director for  
Administration  
7D-24 Headquarters

5/17/85

4.

5.

Executive Registry

17 MAY 1985

P

6.

7.

Executive Director

5-20

9/1

Requires your approval  
 because exceeds max  
 limit for us pers.

8.

9.

10. FWPM/EEO  
626 C of C

11.

12.

13.

14.

15.

DCI  
EXEC  
REG

D/Pers

DD/A Rec

13 May 1985

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration  
Director of Personnel

FROM: Avon O. Harding  
Director of Equal Employment Opportunity

SUBJECT: Federal Women's Program Advisory Council Seminar -  
Dr. Julie White

1. I hereby request authorization for the expenditure of [redacted] to pay Dr. Julie White for the presentation of her one-day career seminar and workshop, "Professional Impact/Personal Power," which she presented to 200 Agency employees in the Headquarters auditorium on 25 April 1985.

STAT

2. This was a repeat of Dr. White's highly successful management development seminar/workshop of 4 October 1984, and although she limits attendance to 200 employees per seminar, over [redacted] persons called to register for her return engagement. Her high-energy training style and her ability to get to the heart of women's career issues have made her one of the most popular trainees of professional women's workshops in the nation. She has presented her workshop across country and to many government agencies in the Washington area, including NSA, DOT, FBI and others.

STAT

Avon O. Harding

APPROVED:

Executive Director

20 MAY 1985  
Date

Administrative - Internal Use Only

SUBJECT: Federal Women's Program Advisory Council Seminar -  
Dr. Julie White

DISTRIBUTION:

Original - Addressee (To be returned to originating office)  
1 - Executive Registry  
2 - DDA  
1 - D/OP  
1 - D/EEO  
1 - FWPM/EEO

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